



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

APC SMALL BUSINESS ASSISTANCE PROGRAM SPECIALIST

Class No. 003689

■ CLASSIFICATION PURPOSE

Under direction, to provide assistance and training to representatives of small businesses located within the county in applying for permits and filing petitions, resolving disputes, and understanding and complying with the rules and regulations of the Air Pollution Control District; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position, single-level class allocated only to the Air Pollution Control District (APCD). The APC Small Business Assistance Program Specialist reports to a management class and is responsible for performing specialized functions related to small business assistance. This class is distinguished from the Chief, Air Pollution Control in that the latter supervises and coordinates multiple APCD sections or divisions whereas the APC Small Business Assistance Program Specialist performs specialized tasks related to small business assistance.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Implements the Small Business Assistance Program of the APCD.
2. Assists representatives of small businesses in filing permit applications and petitions, responding to notices of violation, resolving conflicts, completing District requests for information, and providing information pertaining to emission inventories.
3. Explains district rules, regulations, and processes to representatives of small businesses, representatives of governmental and outside agencies, and members of the public.
4. Develops training materials on APCD rules and regulations, and provides training to representatives of small businesses.
5. Conducts courtesy inspections of small businesses and provides feedback, guidance, and information to representatives of small businesses.
6. Provides courteous, high quality service to representatives of small businesses, members of the public, and representatives of outside agencies by personally responding to requests for service or appropriate referral.
7. Maintains and updates reports and records on business assistance activities, courtesy inspections, and other related activities.
8. Attends and participates in staff meetings and provides information and input as needed.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- District policies and procedures.
- Permit application requirements.
- Laws, rules, and standards pertaining to air pollution control.
- Basic principles of physics, chemistry, and engineering related to air pollution control.
- Air pollution compliance inspection techniques.
- Air pollution control equipment and technology.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

- Functions and requirements of governmental agencies involved in air pollution control.
- Operation and use of personal computers and business software programs.

#### Skills and Abilities to:

- Evaluate air pollution issues related to small businesses.
- Read, understand, interpret, apply, and perform functions within District policy and authority.
- Read, understand, interpret, apply, and explain compliance requirements of District rules and regulations, the California Health and Safety Code, and the Federal Clean Air Act to small businesses.
- Communicate effectively verbally in a clear, concise, and understandable manner when speaking with individuals and groups.
- Communicate effectively in writing when preparing reports, correspondence, and training and informational materials.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a Bachelor's degree from an accredited college or university in environmental studies or a closely related field; AND, four years of increasingly responsible experience implementing air pollution regulations, evaluating permit applications, or conducting business inspections.

**Note:** Additional years of experience as described above may substitute for the education requirement on a year-for-year basis; OR, completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to perform simple grasping and to operate computers, printers, copiers, and telephones. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, climbing, kneeling, crawling, using both hands to manipulate items, perform power grasping, and perform pushing and pulling; reaching above and below the shoulder level, and lifting and carrying items weighing up to 50 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for travel. Employees in this class may be required to use their own vehicle.

##### Registrations/Certificates

None required.

##### Working Conditions

The work setting is divided between an office environment and the field when traveling to meet representatives of small businesses within the County. Work involves frequent exposure to computer screens. When working in the field, incumbents may be occasionally exposed to machinery and equipment, uneven ground, dust, gas, fumes, chemicals. Incumbents may be required to wear protective equipment such as respirators, filters, hard toe shoes, or other breathing apparatus, visual, or foot protection gear.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: July 3, 1998**  
**Revised: December 6, 1999**  
**Reviewed: Spring 2003**  
**Revised: June 1, 2004**